

Mayor's Office: Council Agenda Item Request Form
This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

Date Received (office use)	
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Date of Request	11/9//16
Requesting Staff Member	Sarah Brenna
Requested Council Date	11/15/16
Topic/Discussion Title	Pay Policy Approval
Description	Human Resources is seeking approval of the following policies: 1-200: Definitions; 4-200: Leave Practices; 4-800: Service Awards; 5-100: Pay Policies; and 5-300: Payroll. HR Policy 2-700 will be eliminated. Human Resources is requesting the policies <u>have an effective date of January 16, 2017.</u>
Requested Action¹	Approval
Presenter(s)	Sarah Brenna, Michael Ongkiko
Time Needed²	5 Minutes
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	Mike Ongkiko, 80575
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval: 

¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.
² Assumed to be 10 minutes unless otherwise specified.
³ Urgency that the topic to scheduled on the requested date.
⁴ If important to schedule at a specific time, list a few preferred times.

Executive Summary

Human Resources Policy Revisions

November 2016

Background

Salt Lake County's Pay Policy has not been revised for several years. The Pay Policy was not included in the 2013 HR Policy overhaul in part because the *Total Compensation: a Pay and Benefits Project* was expected to provide recommendations on modernizing our total compensation system. The proposed policy aligns with the new recommended grade structure and Salt Lake County's pay philosophy.

Summary of Key Changes

- HR Policy 5-100 provides increased flexibility for hiring agencies and eliminates the restriction of hiring new employees at or below 5% into the range of a position. Instead all pay decisions, including promotions, will be determined by internal pay equity, competitive external market rates and newly established *Pay Range Guidelines*.
 - *Pay Range Guidelines* use a market-based approach to determining an employee's placement within a grade.
 - Redlined employees (employees whose salary is at or above the established maximum pay for their grade level) may receive lump sum payments in lieu of a merit adjustment lump sum payments if approved by the Council.
 - Pay differentials provide additional compensation to employees for specific skills or working conditions. Specifically, a lead worker differential may be provided if they meet the criteria outlined in policy. Other differentials may be added at a later time.
 - In-Grade Advancements provide upward pay mobility for employees within the same grade. In Grade Advancements require a business justification and plan approved by Human Resources.
 - Grade Advancement provides upward mobility from a lower grade to a higher grade. Grade advancements require Human Resources approval of advancement criteria that an employee must meet to qualify for the next higher grade.
 - Incentive awards become bonuses and bonus plans become incentive plans to more accurately reflect the intent of the policy.
 - The maximum amount an employee may receive in the form of a bonus increases from \$1,000 to \$3,000 in a calendar year.
- Content (excluding leave accrual service credit) from HR Policy 2-700, Employment Practices, will be moved into this policy.
- Leave accrual service credit will be moved from 5-100 to HR Policy 4-200, Leave Practices.
- Overtime and compensatory time for FLSA non-exempt employees, other general FLSA requirements; on call duty assignments; and court compensation for Sheriff's Office sworn employees will be incorporated into Human Resources Policy 5-300, Payroll.
- Policy 2-700, Employment Practices, will be eliminated.
- The Pay Policy does not apply to sworn employees to the extent that there is a Peace Officer Merit Commission Policy.
- Definitions were revised to reflect changes in policy.